



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT

October 5, 2015

Closing Date: October 9, 2015

(Position will close after five working days from date of listing or until filled.
Application review will begin on October 12, 2015).

Title: PROGRAM FISCAL MANAGER

Position Number: 2208-2974

Grade: C122

School Improvement

DUTIES:

In collaboration with the ADE Federal Programs Unit, this position will monitor budgets for program activities or grant proposals designed and related to ACSIP submissions. This position will work in collaboration with the ADE Fiscal Support Unit to monitor and review expenditures for schools and or districts in Focus, Priority or Academic Distress status assisting the assigned School Improvement specialist ensuring categorical funds are aligned to school needs identified through a diagnostic analysis and needs assessment; conduct research pertinent to assigned program activities, such as effective instructional practices, laws and regulations, data collection processes, to provide information for report development or utilization by School Improvement specialists; identify needs and problems and conduct workshops or in-service training to address problems and issues, provide new information, and instruct in new procedures; develop and implement guidelines, policies and procedures for program development and coordinate program activities within the section and outside of the agency; evaluate and monitor program effectiveness by reviewing pertinent documentation, consulting with staff and making recommendations for any necessary changes; prepare reports pertinent to specific program functions to provide information to upper-level management and program personnel; provide technical assistance to staff and program personnel by gathering and processing information, providing consultations and answering technical questions; perform other duties as assigned.

SPECIAL REQUIREMENTS:

Successful applicant must have knowledge of state and federal laws, regulations and guidelines applicable to specialized program area; knowledge of the principles and practices of organizational management; knowledge of grants administration; ability to plan, organize and work in concert with other team members; ability to analyze programs and recommend implementation methods or modifications; ability to coordinate activities with other sections, agencies, services and organizations; ability to interpret and apply federal and state guidelines and regulations; ability to provide technical assistance related to evaluation of expenditures or cost-benefit analysis; ability to plan, prepare and present oral and written reports; ability to develop and document complex technical and operational procedures.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in public administration, business administration or a related area; plus three years of experience in program organization and administration, including one year in a supervisory or leadership capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. [Visit our website at Arkansased.gov](http://www.arkansased.gov) or <http://www.arstatejobs.com>. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.